

PROFESSIONAL TEST

LONG TEST (Must qualify in categories 2, 3, 4, 5, and 6 and one item in category 1)

- Primary duty requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction and study; or
- Performs work which is original and creative in character, in a recognized field of artistic endeavor, requiring invention, imagination or talent of employee; or
- Imparts knowledge through teaching, tutoring, instructing or learning as a recognized or certified teacher; and
- Work requires consistent exercise of discretion and judgment in its performance; and
- Performs work which is predominantly intellectual and varied and is of a character that the output or result cannot be standardized in terms of time; and
- Devotes no more than 20% of weekly hours to work not closely related to the performance of work described in 1 through 3 above; and
- Compensated at a rate of not less than \$170 per week; and
- Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

- Must qualify under the second category and one of the three items in the first category shown above; and
- Compensated at a rate of \$250 or more per week.

Supervisor

Date

Personnel

Date

OUTSIDE SALESPERSON*

1. Customarily and regularly engaged away from place of business and employed to:

- A. Sell, or
- B. Obtain orders or contracts for service or for use of facilities.

Does not perform work other than that described above which exceeds 20% of the hours worked in the workweek by non-exempt employees who perform that kind of work.

Note: Work performed incidental to and in conjunction with employee's own outside sales or solicitations will not be regarded as non-exempt work.

No salary test is applied to outside salesperson.

*Referred to as "outside salesman" in the law.

NOTE: The distinction between exempt and non-exempt can be very difficult to discern in certain cases. If you have any doubt consult the U.S. Department of Labor and your attorney.

**TESTS FOR EXEMPTION OF EMPLOYEE FROM PROVISIONS
OF FAIR LABOR STANDARDS ACT**

Name _____ Job Title MATERIALS SUPERVISORSDepartment _____ Location KIPAROK Date _____Basis for exemption: Executive
 Professional

Administrative
 Outside Salesperson

EXECUTIVE TEST

LONG TEST (Must qualify in all seven categories listed below)

1. Manages an enterprise or a customarily recognized department or subdivision; and
2. Customarily and regularly directs work of two or more employees; and
- Hires or fires employees, or whose recommendations are given particular weight; and
4. Customarily and regularly exercises discretionary powers; and
5. Devotes no more than 20% of weekly hours to work not closely related to above; and
6. Compensated at a rate of \$155 or more per week; and
7. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under the first two categories listed above; and
2. Must be compensated at a rate of \$250 or more per week.

ADMINISTRATIVE TEST

LONG TEST (Must qualify in categories 1, 2, 4, 5, and 6 and one item in category 3)

1. Performs office or non-manual work directly related to management policies or general business operations; and *not* *How much time on*
work?
2. Customarily and regularly exercises discretion and independent judgment; and
3. Regularly and directly assists an employee in a bona fide executive or administrative capacity; or
- Performs specialized or technical work requiring special training experience or knowledge under only general supervision; or
- Executes special assignments and tasks under only general supervision; and *How much time on*
work?
4. Devotes no more than 20% of weekly hours to work not directly or closely related to above; and
5. Compensated at a rate of \$155 or more per week; and
6. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under categories 1 and 2 above; and
2. Compensated at a rate of \$250 or more per week.

PROFESSIONAL TEST

LONG TEST (Must qualify in categories 2, 3, 4, 5, and 6 and one item in category 1)

1. Primary duty requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction and study; or
- Performs work which is original and creative in character in a recognized field of artistic endeavor, requiring invention, imagination or talent of employee; or
- Imparts knowledge through teaching, tutoring, instructing or lecturing as a recognized or certified teacher; and
2. Work requires consistent exercise of discretion and judgment in its performance; and
3. Performs work which is predominantly intellectual and varied and is of a character that the output or result cannot be standardized in terms of time; and
4. Devotes no more than 20% of weekly hours to work not closely related to the performance of work described in 1 through 3 above; and
5. Compensated at a rate of not less than \$170 per week; and
6. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under the second category and one of the three items in the first category shown above; and
2. Compensated at a rate of \$250 or more per week.

Supervisor

Date

Personnel

Date

MUNIZ/MH

MUNIZ/MH

APC0151

OUTSIDE SALESPERSON*

1. Customarily and regularly engaged away from place of business and employed to:

- A. Sell, or
- B. Obtain orders or contracts for service or for use of facilities.

2. Does not perform work other than that described above which exceeds 20% of the hours worked in the workweek by non-exempt employees who perform that kind of work.

Note: Work performed incidental to and in conjunction with employee's own outside sales or solicitations will not be regarded as non-exempt work.

No salary test is applied to outside salesperson.

*Referred to as "outside salesman" in the law.

NOTE: The distinction between exempt and non-exempt can be very difficult to discern in certain cases. If you have any doubt consult the U.S. Department of Labor and your attorney.

HAVE DICK Document?

**TESTS FOR EXEMPTION OF EMPLOYEE FROM PROVISIONS
OF FAIR LABOR STANDARDS ACT**

Job Title Foreman 624
25
26

Name _____ Location KUPARUK Date _____
Department _____

Basis for exemption: Executive Administrative
 Professional Outside Salesperson

EXECUTIVE TEST

LONG TEST (Must qualify in all seven categories listed below)

- 1. Manages an enterprise or a customarily recognized department or subdivision; and
- 2. Customarily and regularly directs work of two or more employees; and
- 3. Hires or fires employees, or whose recommendations are given particular weight; and
- 4. Customarily and regularly exercises discretionary powers; and
- 5. Devotes no more than 20% of weekly hours to work not closely related to above; and
- 6. Compensated at a rate of \$155 or more per week; and
- 7. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

- 1. Must qualify under the first two categories listed above; and
- 2. Must be compensated at a rate of \$250 or more per week.

ADMINISTRATIVE TEST

LONG TEST (Must qualify in categories 1, 2, 4, 5, and 6 and one item in category 3)

- 1. Performs office or non-manual work directly related to management policies or general business operations; and
- 2. Customarily and regularly exercises discretion and independent judgment; and
- 3. Regularly and directly assists an employee in a bona fide executive or administrative capacity; or
- 4. Performs specialized or technical work requiring special training experience or knowledge under only general supervision; or
- 5. Exercises special assignments and tasks under only general supervision; and
- 6. Devotes no more than 20% of weekly hours to work not directly or closely related to above; and
- 7. Compensated at a rate of \$155 or more per week; and
- 8. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

- 1. Must qualify under categories 1 and 2 above; and
- 2. Compensated at a rate of \$250 or more per week.

PROFESSIONAL TEST

LONG TEST (Must qualify in categories 2, 3, 4, 5, and 6 and one item in category 1)

1. Primary duty requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction and study; or

— Performs work which is original and creative in character, in a recognized field of artistic endeavor, requiring invention, imagination or talents of employee; or

— Imparts knowledge through teaching, tutoring, instructing or lecturing as a recognized or certified teacher; and

2. Work requires consistent exercise of discretion and judgment in its performance; and

3. Performs work which is predominantly intellectual and varied and is of a character that the output or result cannot be standardized in terms of time; and

4. Devotes no more than 20% of weekly hours to work not closely related to the performance of work described in 1 through 3 above; and

5. Compensated at a rate of not less than \$170 per week; and

6. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under the second category and one of the three items in the first category shown above; and

2. Compensated at a rate of \$250 or more per week.

OUTSIDE SALESPERSON*

1. Customarily and regularly engaged away from place of business and employed to:

- A. Sell, or
B. Obtain orders or contracts for service or for use of facilities.

2. Does not perform work other than that described above which exceeds 20% of the hours worked in the workweek by non-exempt employees who perform that kind of work.

Note: Work performed incidental to and in conjunction with employee's own outside sales or solicitations will not be regarded as non-exempt work.

2 Weeks
Exempt
Follow
After?

No salary test is applied to outside salesperson.

*Referred to as "outside salesman" in the law.

NOTE: The distinction between exempt and non-exempt can be very difficult to discern in certain cases. If you have any doubt consult the U.S. Department of Labor and your attorney.

Supervisor

Date

Personnel

Date

**TESTS FOR EXEMPTION OF EMPLOYEE FROM PROVISIONS
OF FAIR LABOR STANDARDS ACT**

Name _____ Job Title *SAFETY SPECIALIST*
 Department _____ Location *KUARUK* Date _____

Basis for exemption: Executive
 Professional Administrative
 Outside Salesperson

EXECUTIVE TEST

LONG TEST (Must qualify in all seven categories listed below)

1. Manages an enterprise or a customarily recognized department or subdivision; and
2. Customarily and regularly directs work of two or more employees; and
3. Hires or fires employees, or whose recommendations are given particular weight; and
4. Customarily and regularly exercises discretionary powers; and
5. Devotes no more than 20% of weekly hours to work not closely related to above; and
6. Compensated at a rate of \$155 or more per week; and
7. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under the first two categories listed above; and
2. Must be compensated at a rate of \$250 or more per week.

ADMINISTRATIVE TEST

LONG TEST (Must qualify in categories 1, 2, 4, 5, and 6 and one item in category 3)

1. Performs office or non-manual work directly related to management policies or general business operations; and
2. Customarily and regularly exercises discretion and independent judgment; and
3. Regularly and directly assists an employee in a bona fide executive or administrative capacity; or
4. Performs specialized or technical work requiring special training experience or knowledge under only general supervision; or
5. Executes special assignments and tasks under only general supervision; and
6. Devotes no more than 20% of weekly hours to work not directly or closely related to above; and
7. Compensated at a rate of \$155 or more per week; and
8. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under categories 1 and 2 above; and
2. Compensated at a rate of \$250 or more per week.